



NEVADA COUNTY BUILDING DEPARTMENT POLICY

Table with 4 columns: Subject, Original Policy, Last Revised, Policy #. Values: Window Replacement Policy, December 22, 2005, February 7, 2024, BD-CI-07-003

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1. Purpose:

The purpose of this policy is to provide clarification for the building permit requirements related to window change-outs and/or new window installations.

2. Definitions:

❖ Window Replacement:

The replacement of one or more windows including the window frames. This does not include glass replacement and/or repairs only in an existing window frame.

❖ Window Retrofit:

The replacement of one or more windows where a retrofit window will be installed utilizing the existing window frame(s).

3. Building Permit Requirements:

A building permit shall be obtained for any window replacement, retrofit and/or new window installation. When a new window opening is installed or existing window opening sizes are altered a floor plan shall be submitted showing the window locations, energy efficiencies, structural modifications and any other required information specific to the project. A floor plan is not required for like-for-like installations. If plans are submitted, they shall be a minimum of 11"x17" in size.

If the existing rough opening of bedroom windows are not altered or enlarged the new window is not required to comply with the most currently adopted California Building Standards Codes for emergency egress. This is allowed if the new assembly does not reduce the openable dimensions to less than that of the existing assembly or make the window more dangerous to the building occupants. It is highly recommended that existing noncompliant bedroom egress windows be upgraded to meet current code requirements.

**4. Inspection Requirements:**

Like-for-like window retrofit projects require a single inspection once all work has been completed. Any other window replacement project that involves the installation of flashing, opening alterations or similar construction shall have the installer or licensed contractor complete and submit Nevada County's window flashing affidavit prior to the commencement of work.

All window decals shall remain on window surfaces indicating the energy efficiency ratings of the windows until a final building inspection has been completed.

**5. Policy Interpretation:**

The Director of Building and/or approved building department designee shall have the authority for the interpretation of this policy.

Approved: 

Date: 2/8/2024

George Schureck  
Director of Building